



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**FINANCIAL MANAGEMENT AND COMPTROLLER**  
109 ARMY PENTAGON  
WASHINGTON DC 20310-0109  
October 06, 2004

**MEMORANDUM FOR SEE DISTRIBUTION**

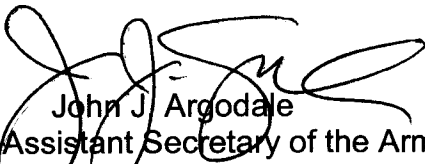
**SUBJECT: Mandatory Split Disbursement for Civilian Personnel**

On April 23, 2003, the Comptroller, Department of Defense (DoD), issued guidance implementing the provisions of the Bob Stump National Defense Authorization Act for fiscal year 2003 (Public Law 107-314) requiring DoD travelers, using the government issued travel charge card, to pay their charged expenses using split disbursement at travel settlement. Implementation for civilian personnel was waived until local bargaining requirements had been satisfied.

The Army Civilian Human Resources Agency has notified my office that the Army Civilian Personnel Advisory Centers have advised their Regional Directors that they have completed local bargaining obligations on split disbursement. Therefore, effective immediately, all Army civilian personnel required to use the individually billed travel card must use split disbursement.

Mandatory split disbursement for civilians, as with military personnel, will be accomplished through the travel voucher process. All Army travelers required to use the individually billed travel card are responsible for designating an amount equal to the charges on their travel card to be sent to the card issuing bank. Approving/reviewing officials will review travel vouchers and will return for correction vouchers submitted by travel cardholders that do not, at a minimum, accurately reflect the reimbursable charges for which travel card use is mandatory.

My point of contact is Mr. Frank Rago, who can be reached at (703) 693-3386, or [francis.rago@hqda.army.mil](mailto:francis.rago@hqda.army.mil).

  
John J. Argodale  
Deputy Assistant Secretary of the Army  
(Financial Operations)



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